

STD.73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

GC 28132

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Public Utilities Commission		(2) AGENCY BILLING CODE 157 59000	(3) PAGE 1 OF 2 PAGES
(4) DIVISION/ BRANCH/ SECTION Railroad Operations Safety Branch		(5) ADDRESS 505 Van Ness Avenue, San Francisco, CA 94102	

CHECK THE APPROPRIATE BOX

- (6) ☒ New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
 (7) ☐ Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
 (8) ☐ Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER ROSS-SF-1	(10) SCHEDULE DATE November 13, 2007	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 64
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER 1	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1

(17) MISSION/FUNCTIONAL STATEMENT : ENSURING THAT CALIFORNIA COMMUNITIES AND RAILROAD EMPLOYEES ARE PROTECTED FROM UNSAFE PRACTICES ON FREIGHT AND PASSENGER RAILROADS BY PROMOTING AND ENFORCING RAIL SYSTEM RULES AND REGULATIONS,

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS 	(19) TITLE Program Manager	(20) PHONE NUMBER 415 703-2665	(21) DATE SIGNED 11/13/07
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE- RECORDS MGMT. ANALYST Gary R. Munhau	(23) CLASSIFICATION B50II Supervisor	(24) NAME (Printed or Typed) Gary R. Munhau	(25) PHONE NUMBER (415) 703-1860	(26) DATE SIGNED 12/26/2007
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT Janice C. Sanchez	(28) APPROVAL NUMBER 08-054	(29) DATE SIGNED 2/13/2008	(30) EXPIRATION DATE 2/13/2013
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☐ Contains no material subject to further review by the California State Archives
 (32) ☒ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

(34) DATE SIGNED

2/25/08



ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	1	NOTIFY ARCHIVES	Informal Complaints Files	P	5		5	Retain current, purge 5 years
2	2		Personnel Records	P	A		A	Current until superseded
3	9		Accident Reports	P	5		5	Retain current, purge 5 years
4	1		Safety Hazardous Reports	P	5		5	Retain current, purge 5 years
5	1	NOTIFY ARCHIVES	Annual Reports	P	5		5	Retain current, purge 5 years
6	1		Railroad user fee back records	P	5		5	Retain current, purge 5 years
7	1		Police Reports	P	5		5	Retain current, purge 5 years
8	1	NOTIFY ARCHIVES	Outreach Community Reports	P	5		5	Retain current, purge 5 years
9	1		Records Management	P	5		5	Retain current, purge 5 years
10	1	NOTIFY ARCHIVES	Employee Newsletters	P	5		5	Retain current, purge 5 years
11	44		Investigations Reports	P	5		5	Retain current, purge 5 years
12	1		Inspection Reports	P	5		5	Retain current, purge 5 years
TOTAL	64							